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POSITION EVALUATION DIVISION

SEMI-ANNUAL REPORT

(1 July 1955 - 1 January 1956)

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SECTION 1. Major Accomplishments and Significant Developments.

A. Introduction:

The purpose of the Position Evaluation Program is to achieve and maintain a sound occupational and salary structure for Agency positions. This program must provide for equitable CIA salary alignment with compensation levels within and outside the Federal Government and be responsible to the special job characteristics and employment situations encountered in CIA, including recognition of the Career Staff concept.

The past six month's activity with respect to our principal function, the classification of positions, was characterized by departure from our planned system of classification surveys and standards development. The ceiling freeze retroactive to 31 July 1955 caused many operating offices, particularly in the Clandestine Services, to develop reorganization proposals in which we participated. However, our efforts were not entirely productive due to problems resulting from the long and arduous coordination required of the CS T/O's and the constantly changing rules and philosophies with respect to their form, constitution, and use.

However, many of the problems concerning the Agency Staffing Structure appear near resolution, much depending upon the "Revised Manpower Control System" currently being installed in Office of Communications on a trial basis with the Division providing Office of Personnel representation. Also, approval of new policies on Promotion, Assignment, and the Career Designation of T/O positions should aid materially in achieving sounder personnel administration but will require realistic and accurate Tables of Organization and the use of judgment and prudence by all concerned in encumbering T/O positions.

Of some concern, as the period ends, is the increasing and repeated observation of the Inspector General that the compensation levels approved for a wide variety of T/O positions is not appropriate to obtain and retain the caliber of personnel required. This has been a perplexing situation since we keep in touch with wage levels both within and without the Government, and such studies have constantly pointed out the fact that CIA levels are generally substantially higher than other "going" wages. It may also be noted that the Inspector General, to our knowledge, has not yet encountered a case in which he has found the CIA compensation too generous.

1. Position Analysis Surveys and Position Standards

<u>Category</u>	<u>Characteristics</u>	<u>Time Percentage</u>
1. Position Analysis Surveys	Collection, recording, and analysis of duties and qualification requirements for all positions in organizational components or occupational categories. Presentation of classifications determined upon and coordination of results with Office concerned. Preparation of survey reports.	24%
2. Position Standards	Intensive analysis of positions in particular occupational categories. Preparation of summary statements of the essential characteristics of the levels of work, qualifications required, and the lines of progression. Coordination of these products.	3%
3. Individual Position and Personnel Actions	Review of selected individual personnel actions in terms of equity and propriety. Such actions are those in which there are unresolved classification questions requiring desk audits and preparation of descriptions.	17%
4. Table of Organization Review and Distribution	Position analysis review of T/O proposals and preparation of OP recommendations to DE/S. Distribution of approved T/O's and control of T/O records.	19%
5. Special Studies and Staff Services	Preparation and coordination of regulations, handbooks, and guides on wage administration matters. Staff support to D/P on the CIA Supergrade Structure. Comments on applicability to FED Program of legislative and other proposals. Analytical studies on current problems of concern to FED, such as promotion policies, the executive pay plans, pay incentives, Manpower Control Systems, Career Service Designations of Positions, etc. Extension of machine tabulation methods in the presentation of information about the occupational structure of Agency Components and Career Services. Staff assistance to operating offices on position evaluation problems.	16%

(The remaining staff time was divided between formal training within the Agency, leave, and details to other OP Divisions.)

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